

**00 11 13**  
**Notice to Contractors**

**Ship Street Housing**

BGS#3709

*This project is an interior and utility revitalization to provide better living circumstances for State of Maine DOC employees stationed at the Maine State Prison. The goal of this project is to modernize and address deficiencies in the existing 1970's guard housing. Three houses exist on site currently, with House 2 set to be demolished. House 1 and 3 are to be rehabilitated for continued use. Please note that work can not be done simultaneously on both houses, as the residents in the active work-zone house will be relocated to the other living quarters during construction.*

The contract shall designate the Substantial Completion Date on or before *01 January 2027*, and the Contract Final Completion Date on or before *15 January 2027*.

1. Submit bids on a completed Contractor Bid Form (section 00 41 13), provided in the Bid Documents, include bid security when required, and scan each item as an attachment to an email addressed to: BGS.Architect@Maine.gov, so as to be received no later than **1:30 p.m. on 15 October 2025**. The email subject line shall be marked "**Bid for Ship Street Housing**".

Bid submissions will be opened and read aloud at **2:00 p.m.** on the date noted above at the Bureau of General Services office, accessible as a video conference call. Those who wish to participate in the call must submit a request for access to BGS.Architect@Maine.gov.

Any bid received after the noted time will not be considered a valid bid and will remain unopened. Any bid submitted by any other means will not be considered a valid bid. In certain circumstances, the Bureau of General Services may require the Bidder to surrender a valid paper copy of the bid form or the bid security document. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.

2. Questions and comments on the *bid opening process* shall be addressed to: Division of Planning, Design & Construction, Bureau of General Services, 77 State House Station, Augusta, Maine 04333-0077, BGS.Architect@Maine.gov.
3. Questions and comments regarding the *project* design specifications or drawings shall be directed in writing to the Consultant during the bid period prior to the question and comment deadline of 5:00 p.m. on *30 October 2025*.

*Paul Designs Project*  
*Andrew Treworgy*  
*andrew@pauldesignsproject.com*

4. ☒ Bid security is required on this project.  
The Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner. The Bid Bond form is available on the BGS website.

*or*

- ☐ Bid security is not required on this project.

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5. ☒ Performance and Payment Bonds are required on this project.  
If noted above as required, or if any combination of Base Bid and Alternate Bids amounts selected in the award of the contract exceeds \$125,000.00, the selected Contractor shall furnish a 100% contract Performance Bond (section 00 61 13.13) and a 100% contract Payment Bond (section 00 61 13.16) in the contract amount to cover the execution of the Work. Bond forms are available on the BGS website.  
*or*  
☐ Performance and Payment Bonds are not required on this project.
6. Filed Sub-bids *are not required* on this project.
7. ☐ Pre-qualified General Contractors are utilized on this project.  
*insert the company name, city and state for each*  
*or*  
☒ Pre-qualified General Contractors are not utilized on this project.
8. ☒ An on-site pre-bid conference ( ☐ *mandatory* or ☒ *optional* ) will be conducted for this project. The pre-bid conference is intended for General Contractors. Subcontractors and suppliers are welcome to attend. Contractors who arrive late or leave early for a mandatory meeting may be prohibited from participating in this meeting and bidding.  
*10:00 a.m.*  
*27 October 2025*  
*Ship Street, Warren ME*  
  
*or*  
☐ An on-site pre-bid conference will not be conducted for this project.
9. Bid Documents - full sets only - will be available on or about *15 October 2025* and may be obtained *electronically, at no cost*, from:  
*Paul Designs Project*  
*by email*  
*andrew@pauldesignsproject.com*  
*207-446-6996*
10. Bid Documents may be examined at:  
*AGC Maine*  
*188 Whitten Road, Augusta, ME 04330*  
*207-622-4741*  
*Construction Summary*  
*734 Chestnut Street, Manchester, NH 03104*  
*603-627-8856*

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